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A SYSTEM APPROACH TO NAVY MEDICAL EDUCATION AND TRAINING. APPEN-ETC(U)

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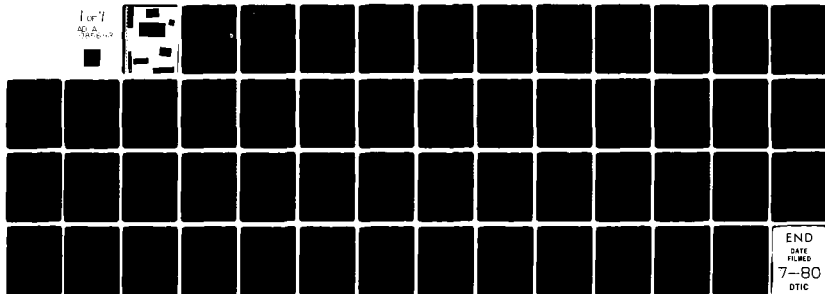
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APPENDIX 7.

ADMINISTRATIVE PRACTICES

APPLICATION OF A SYSTEM APPROACH
U.S. NAVY MEDICAL DEPARTMENT
EDUCATION AND TRAINING PROGRAMS
FINAL REPORT

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JUN 19 1980
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Prepared under Contract to
OFFICE OF NAVAL RESEARCH
U.S. DEPARTMENT OF THE NAVY

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Program Manager
Education and Training R&D
Bureau of Medicine and Surgery (Code 71G)

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20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The study objective consisted of a determination of what the health care personnel in the Navy's Medical Department, Bureau of Medicine and Surgery actually do in their occupations; improving the personnel process (education and training); and building a viable career pathway for all health care personnel. Clearly the first task was to develop a system of job analyses applicable to all system wide health care manpower tasks. A means of postulating simplified occupational clusters covering some 50		

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currently designated Navy enlisted occupations, 20 Naval Enlisted Classification Codes (NEC's) were computerized. A set of 16 groupings that cover all designated occupations was developed so as to enhance the effectiveness of professionals and sub-professionals alike.

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FOREWORD

The project, "Application of a System Approach to the Navy Medical Department Education and Training Programs," was initiated in May of 1969 as a realistic, comprehensive response to certain objectives set forth in ADO 43-03X, and to memoranda from both the Secretary of Defense and the Assistant Secretary of Defense, Manpower and Reserve Affairs. The Secretary's concern was stated in his memorandum of 29 June 1965, "Innovation in Defense Training and Education." More specific concerns were stated in the Assistant Secretary's memorandum of 14 June 1968, "Application of a System Approach in the Development and Management of Training Courses." In this he called for "vigorous and imaginative effort," and an approach "characterized by an organized training program with precise goals and defined operational interrelation among instructional system components." He also noted, "Job analyses with task descriptions expressed in behavioristic terms are basic and essential to the development of precise training goals and learning objectives."

The Project

System survey and analysis was conducted relative to all factors affecting education and training programs. Subsequently, a job-analysis sub-system was defined and developed incorporating a series of task inventories "...expressed in behavioristic terms..." These inventories enabled the gathering of job activity data from enlisted job incumbents, and data relating to task sharing and delegation from officers of the Medical, Nurse and Dental Corps. A data management sub-system was devised to process incumbent data, then carry out needed analyses. The development of initial competency curricula based upon job analysis was implemented to a level of methodology determination. These methods and curriculum materials constituted a third (instructional) sub-system.

Thus, as originally proposed, a system capability has been developed in fulfillment of expressed need. The system, however, remains untested and unevaluated. ADO 43-03X called for feasibility tests and cost-effectiveness determination. The project was designed to so comply. Test and evaluation through the process of implementation has not proved feasible in the Navy Medical Department within the duration of the project. As designed and developed the system does have "...precise goals and defined operational interrelation among instructional system components." The latter has been achieved in terms of a recommended career structure affording productive, rewarding manpower utilization which bridges manpower training and health care delivery functions.

Data Management Sub-System

Job analysis, involving the application of comprehensive task inventories to thousands of job incumbents, generates many millions of discrete bits of response data. They can be processed and manipulated only by high speed computer capability using rigorously designed specialty programs. In addition to numerical data base handling, there is the problem of rapidly and accurately manipulating a task statement data base exceeding ten thousand carefully phrased behavioral statements. Through the use of special programs, task inventories are prepared, printouts for special purposes are created following a job analysis application, access and retrieval of both data and tasks are efficiently and accurately carried out, and special data analyses conducted. The collective programs, techniques and procedures comprising this sub-system are referred to as the Navy Occupational Data Analysis Language (NODAL).

Job Analysis Sub-System

Some twenty task inventory booklets (and associated response booklets) were the instruments used to obtain job incumbent response data for more than fifty occupations. An inventory booklet contains instructions, formatted questions concerning respondent information ("bio-data"), response dimension definitions, and a list of tasks which may vary in number from a few hundred to more than a thousand per occupational field.

By applying NODAL and its associated indexing techniques, it is possible to assemble modified or completely different inventories than those used in this research. Present inventories were applied about three years ago. While they have been rendered in operational format, they should not be re-applied until their task content is updated.

Response booklets were designed in OPSCAN mode for ease of recording and processing responses.

Overall job analysis objectives and a plan of administration were established prior to inventory preparation, including the setting of provisional sample target sizes. Since overall data attrition was forecast to approximate twenty percent, final sample and sub-sample sizes were adjusted accordingly. Stratified random sampling techniques were used. Variables selected (such as rating, NEC, environment) determined stratifications, together with sub-population sizes. About fifteen percent of large sub-populations were sought while a majority or all members of small sub-populations were sought.

Administration procedures were established with great care for every step of the data collecting process, and were coordinated with sampling and data analysis plans. Once set, the procedures were formalized as a protocol and followed rigorously.

Instructional Sub-System

Partial "competency curricula" have been composed as an integral sub-system bridging what is required as performance on the job with what is, accordingly, necessary instruction in the training process. Further, curriculum materials were developed to meet essential requirements for implementing the system so that the system could be tested and evaluated for cost effectiveness. However, due to the fact that test and evaluation was not feasible in the Navy Medical Department within the duration of the project, it was not possible to complete the development of the system through the test and evaluation phase. The inability to complete this phase also interrupted the planned process for fully developing the curricula; therefore, instead of completed curricula ready for use in the system, the curricula were partially developed to establish the necessary sub-system methodology. The competency curricula are based on tasks currently performed by job incumbents in 1971. (The currency of a given curriculum depends upon periodic analysis of incumbents' jobs, and its quality control resides in the evaluation of the performance competency of the program's graduates.)

A competency curriculum provides a planned course of instruction or training program made up of sequenced competency units which are, in turn, comprised of sequenced modules. These modules, emphasizing performance objectives, are the foundation of the curriculum.

A complete module would be comprised of seven parts: a cluster of related tasks; a performance objective; a list of knowledges and skills implied by the objective; a list of instructional strategies for presenting the knowledges and skills to the learner; an inventory of training aids for supporting the instructional strategies; a list of examination modes; and a statement of the required training time. In this project, curriculum materials have been developed to various levels of adequacy, and usually comprise only the first three parts; the latter four need to be prepared by the user.

The performance objective, which is the most crucial part of the module, is the basis for determining curriculum content. It is composed of five essential elements: the stimulus which initiates the behavior; the behavior; the conditions under which the behavior takes place; the criteria for evaluating the behavior; and the consequence or results of the behavior. A sixth element, namely next action, is not essential; however, it is intended to provide linkage for the next behavior.

Knowledges and skills listed in the module are those needed by the learner for meeting the requirements of the performance objective.

Instructional strategies, training aids, examination modes and training time have been specified only for the Basic Hospital Corps Curriculum. The strategies, aids and modes were selected on the basis of those considered to be most supportive in presenting the knowledges and skills so as to provide optimum learning effectiveness and training efficiency. The strategies extend from the classroom lecture as traditionally presented by a teacher to the more sophisticated mediated program for self-instruction. The training aids, like strategies, extend from the traditional references and handout material in the form of a student syllabus to mediated programs for self-instruction supported by anatomical models. Examination modes extend from the traditional paper and pencil tests to proficiency evaluation of program graduates on the job, commonly known as feedback. Feedback is essential for determining learning effectiveness and for quality control of a training program. The kind of instructional strategies, training aids and examination modes utilized for training are limited only by such factors as staff capability and training budget.

The training time specified in the Basic Hospital Corps Curriculum is estimated, based upon essential knowledge and skills and program sequence.

The competency curriculum module, when complete, provides all of the requirements for training a learner to perform the tasks set forth in the module. A module may be used independently or related modules may be re-sequenced into modified competency units to provide training for a specific job segment.

Since the curricula are based upon tasks performed by job incumbents in 1971, current analysis of jobs needs to be accomplished using task inventories that have been updated to reflect changes in performed tasks. Subsequent to job analysis, a revision of the curricula should be accomplished to reflect task changes. When the foregoing are accomplished, then faculty and other staff members may be indoctrinated to the competency curricula and to their relationship to the education and training system.

In addition to the primary use for the systematic training of job incumbents, these curricula may be used to plan for new training programs, develop new curricula, and revise existing curricula; develop or modify performance standards; develop or modify proficiency examinations; define billets; credentialize training programs; counsel on careers; select students; and identify and select faculty.

The System

Three sub-systems, as described, comprise the proposed system for Education and Training Programs in The Navy Medical Department. This exploratory and advanced developmental research has established an overall methodology for improved education and training incorporating every possible means of providing bases for demonstrating feasibility and cost effectiveness. There remains only job analysis sub-system updating, instructional sub-system completion, and full system test and evaluation.

Acknowledgements

The authors wish to acknowledge the invaluable participation of the several thousands of Naval personnel who served as respondents in inventory application. The many military and civilian personnel who contributed to developmental efforts are cited by name in the Final Report.

The authors also wish to acknowledge former colleagues for singularly important contributions, namely, Elias H. Porter, Ph.D., Carole K. Kauffman, R.N., M.P.H., Mary Kay Munday, B.S.N., R.N., Gail Zarren, M.S.W., and Renee Schick, B.A.

Identity and acknowledgement of the project Advisory Group during the project's final year is recorded in the Final Report.

Lastly, the project could not have been commenced nor carried out without the vision, guidance and outstanding direction of Ouida C. Upchurch, Capt., NC, USN, Project Manager.

NAVY MEDICAL DEPARTMENT

TASK INVENTORY BOOKLET

ADMIN. PRACTICES

CONSTRAINTS AND ETHICAL USE

This task inventory was developed three years ago in a first-version key punch format for education and training research purposes.

The present "operational" format, using a mark-sense response booklet (Opscan), is recommended for future applications. The task and equipment statements comprising the bulk of the inventory are precisely the same (less duplicate entries) as in the original research tools but rearranged for Opscan mode. Biographical data questions have also been reformatted for Opscan (NEC codes should be updated).

The processing, administering and formatting of this inventory have thus been readied for operational application.

It is strongly recommended that this inventory be updated in its task and equipment statement sections before actual operational use. These reasons pertain:

- Changes in medical or related procedures or techniques
- Some tasks may violate current policy or be obsolete
- Equipment changes may have occurred
- The objective of task comprehensiveness may change
- Objectives may shift to embrace manpower utilization as well as education and training

In the latter regard, the present operational format includes a "time to perform" dimension (as well as frequency of performance and two additional optional blank response dimension fields). As a response dimension, "time to perform" has been validated within the context of inventories for professional personnel where the objectives embraced utilization (i.e., time associated with shared and delegable tasks). The original Enlisted inventory content was directed to education and training factors only. If "time to perform" is to be used operationally, each task and equipment statement should be examined by expert job incumbents to remove possible overlaps which could confound "time to perform" data. This review process would also serve other purposes cited above.

A general precaution is in order.

When task analysis inventories are poorly prepared, loosely administered, administered according to less than rigorous sampling, or are handled casually in processing or interpretation, they will inevitably produce poor or questionable data, at best. At worst, such practices will result in loss of money and time, and produce dangerous data. Inventories should be prepared, applied, processed and interpreted only by knowledgeable professional and technical personnel. As in the cases of ethically controlled behavior tests, inventories should not be casually copied or distributed, and should remain under the control of authorized, trained personnel. Factors effecting reliability and validity should be fully appreciated.

GENERAL INSTRUCTIONS

There are two parts to be completed for this survey:

- Part I Career Background Information
 (answers to be recorded in this
 TASK BOOKLET)

- Part II A List of Tasks (answers to be
 recorded on the accompanying
 RESPONSE BOOKLET)

- B List of Instruments and
 Equipment (answers to be
 recorded on the accompanying
 RESPONSE BOOKLET)

Each part is preceded by a set of instructions. Be sure to read them carefully before you start answering each part. All instructions are found on the tinted pages.

PLEASE USE ONLY NUMBER 2 LEAD PENCILS. ERASE ALL CHANGES CAREFULLY AND COMPLETELY. DO NOT PUT ANY MARKS OTHER THAN YOUR ANSWERS ON EACH RESPONSE PAGE.

DO NOT FOLD, WRINKLE, CREASE OR DETACH PAGES FROM EITHER TASK BOOKLET OR RESPONSE BOOKLET.

WHEN RECORDING YOUR ANSWERS YOU MAY WANT TO USE A RULER TO READ ACROSS ANSWER AND QUESTION COLUMNS.

WHEN YOU HAVE COMPLETED YOUR RESPONSES, PUT THE TASK INVENTORY BOOKLET AND THE RESPONSE BOOKLET IN THE ENCLOSED SELF-ADDRESSED ENVELOPE. SEAL AND RETURN TO THE OFFICER WHO GAVE YOU THIS PACKAGE. COMPLETED BOOKLETS SHOULD BE RETURNED WITHIN ONE WEEK OF RECEIPT.

Part I

CAREER BACKGROUND INFORMATION

Check that the Form and Serial Number in this box match those on the cover of this Booklet

Please fill out completely

Name of your Duty Station _____

City & State (if applicable) _____

Your Name _____

Social Security Number _____

DO NOT FILL IN

N
Form Serial No.

(1)

(7)

(14)

PLEASE ANSWER QUESTIONS BELOW BY ENTERING THE PROPER NUMBER IN THE BLANKS PROVIDED. TWO BLANKS REQUIRE A TWO-DIGIT ANSWER. DISREGARD NUMBERS IN PARENTHESIS.

ENTER
ANSWERS
HERE

Q1. Select the number to indicate the Corps to which you belong:

1. Dental Technician
2. Hospital Corps

Q1. __

(23)

Q2. Indicate your military status:

1. USN
2. USNR

Q2. __

(24)

Q3. Indicate your pay grade:

1. E1
2. E2
3. E3
4. E4
5. E5
6. E6
7. E7
8. E8
9. E9

Q3. __

(25)

Q4. Indicate your total years of active duty in the Navy to date: (estimate to the nearest year)

1. Less than 2 years
2. 2 to 4 years
3. 5 to 8 years
4. More than 8 years

Q4. __

(26)

ENTER
ANSWERS
HERE

Q5. Select the number to indicate your present immediate supervisor:

Q5.____ (27)

1. Physician
2. Dentist
3. Nurse
4. MSC Officer
5. HM or DT
6. Other (Specify) _____

Q6. Select the number to indicate the average number of hours you work per week: (estimate to the nearest hour)

Q6.____ (28)

1. 35 to 40 hours
2. 41 to 50 hours
3. More than 50 hours

Q7. Please give an estimate of the percent of time you spend on the following (write five percent as 05):

Q7.

1. Inpatient care
2. Outpatient care
3. Teaching
4. Administration
5. Other (specify) _____

1._____% (29)
2._____% (31)
3._____% (33)
4._____% (35)
5._____% (37)

Q8. Assuming that most or all of the following factors are of importance to you, select the three which, if improved, would contribute most to your job satisfaction:

Q8.____ (39)

____ (41)

____ (43)

- 01 Salary and/or promotion opportunities
- 02 Retirement benefits
- 03 Housing
- 04 Educational advancement opportunities
- 05 Stability of tour of duty
- 06 Physical facilities and equipment
- 07 Administrative and clerical support
- 08 Work load
- 09 Personal career planning
- 10 Opportunity to attend professional meetings

ENTER
ANSWERS
HERE

- Q9. Using the list on page vii specify your current NEC by writing the last two digits of the CODE. Q9. __ __ (45)
- Q10. Select the number to indicate your years of experience corresponding to the NEC stated in Q9: (estimate to the nearest year) Q10. __ __ (47)
1. Less than 1 year 4. 6 to 10 years
2. 1 to 2 years 5. 11 to 15 years
3. 3 to 5 years 6. More than 15 years
- Q11. If you have other NEC(s) in addition to the one specified in Q9, check page vii and indicate the last two digits of the CODE(s). If you have none, enter "99" in answer space for Q11 and Q12. Q11a. __ __ (48)
b. __ __ (50)
- Q12. Select the number to indicate the years of experience you had in the NEC(s) stated in Q11 (estimate to the nearest year). Q12a. __ __ (52)
b. __ __ (53)
1. Less than 1 year 4. 6 to 10 years
2. 1 to 2 years 5. 11 to 15 years
3. 3 to 5 years 6. More than 15 years
- Q13. From the list below, write the two-digit CODE to indicate the specialty of the department in which you are currently functioning. Q13. __ __ (54)

CODE

- | | |
|--------------------------|--------------------|
| 01 Administration | 18 Urology |
| 02 Education | 19 Intensive Care |
| 03 Anesthesiology | 20 Operating Room |
| 04 Coronary Care | 21 Emergency Room |
| 05 Dermatology | 00 Other (specify) |
| 06 Medicine - OPD | |
| 07 Medicine - Wards | |
| 08 Obstetrics/Gynecology | |
| 09 Ophthalmology | |
| 10 Orthopedics | |
| 11 Otolaryngology | |
| 12 Medical Laboratory | |
| 13 Pediatrics | |
| 14 Psychiatry | |
| 15 Public Health | |
| 16 Radiology | |
| 17 General Surgery-Wards | |

ENTER
ANSWER
HERE

Q14. Select the number to indicate the type of duty station at which you currently work, and have been working for at least 30 days:

Q14.____ (56)

1. Hospital
2. Dispensary
3. Aboard ship/sub, no M.O. (or D.O.) aboard
4. Aboard ship/sub, M.O. (or D.O.) aboard
5. Aviation squadron/wing, Navy or Marine
6. Marine ground forces
7. Administrative Commands
8. Research Commands or PMUs
9. Dental Clinic
0. Other _____

Q15. Indicate the number of people you normally supervise:

Q15.____ (57)

- | | |
|---------|------------|
| 0. None | 3. 6-10 |
| 1. 1-2 | 4. 11-20 |
| 2. 3-5 | 5. over 20 |

MEDICAL/DENTAL NEC (NAVAL ENLISTED CODE) AND TITLE

0000 General Service, Hospital or Dental Corpsman
3371 Health Physics & Process Control Technician
3391 Nuclear Power Plant Operator
8402 Nuclear Submarine Medicine Technician
8403 Submarine Medicine Technician
8404 Medical Field Service Technician
8405 Advanced Hospital Corps Technician (Class B)
8406 Aviation Medicine Technician
8407 Nuclear Medicine Technician
8408 Cardiopulmonary Technician
8409 Aviation Physiology Technician
8412 Clinical Laboratory Assistant Technician
8413 Tissue Culture Technician
8414 Clinical Chemistry Technician
8415 Medical Technology Technician
8416 Radioactive Isotope Technician
8417 Clinical Laboratory Technician
8432 Preventive Medicine Technician
8433 Tissue Culture and Tissue Bank Technician
8442 Medical Administrative Technician
8452 X-ray Technician
8453 Electrocardiograph/Basal Metabolism Technician
8454 Electroencephalograph Technician
8462 Optician (General) Technician
8463 Optician Technician
8466 Physical and Occupational Technician
8472 Medical Photography Technician
8482 Pharmacy Technician
8483 Operating Room Technician
8484 Eye, Ear, Nose, & Throat Technician
8485 Neuropsychiatry Technician
8486 Urological Technician
8487 Occupational Therapy Technician
8488 Orthopedic Appliance Mechanic
8489 Orthopedic Cast Room Technician
8492 Special Operations Technician
8493 Medical Deep Sea Diving Technician
8494 Physical Therapy Technician
8495 Dermatology Technician
8496 Embalming Technician
8497 Medical Illustration Technician
8498 Medical Equipment Repair Technician
8703 DT General, Advanced
8707 DT Field Service
8713 DT Clinical Laboratory
8714 DT Research Assistant
8722 DT Administrative
8732 DT Repair
8752 DT Prosthetic, Basic
8753 DT Prosthetic, Advanced
8765 DT Maxillofacial Prosthetic

RESPONSE BOOKLET INSTRUCTIONS

- To complete Part II, you need this TASK BOOKLET and the accompanying RESPONSE BOOKLET. Record all your answers to Part II in the RESPONSE BOOKLET.
- All pages of the RESPONSE BOOKLET are machine readable. In order for responses to be properly read, please be sure to:
 1. Use a No. 2 pencil only
 2. Carefully and completely shade the number corresponding to your answer under each column.
- Complete Page 00 of the RESPONSE BOOKLET first. Follow instructions given on the page. Fill in Line 1, and Boxes 2, 3, 4, and 5. Ignore all other boxes. BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER (WRITE DOWNWARD) IN THE BLANK SPACES IN BOX 3: then darkly shade the corresponding number on each line. An example of a completed Page 00 is shown on the next page (the handwritten notes in this example are for clarification only. Please do not make similar notes on your RESPONSE BOOKLET.)
- After completing Page 00, carefully read and follow instructions given on pages x through xiv.
- PLEASE HANDLE YOUR RESPONSE BOOKLET CAREFULLY. KEEP IT CLEAN AND AWAY FROM CHEMICALS. DO NOT DETACH, FOLD, WRINKLE OR CROSS OUT ANY PAGE.

DO NOT MARK IN THESE BOXES	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	RESPONSE BOOKLET		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	Serial No. 0233		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9

my name is

1 NAME Mary Smith

Ignore these boxes

INSTRUCTIONS	
1.	Use No. 2 pencil ONLY.
2.	Indicate responses with solid black mark in space provided.
3.	Erase COMPLETELY all changes.
4.	Do not detach forms from packet.
5.	Answer questions 2 through 5 below.
6.	See Task Statement Booklet for further instructions for completing boxes to the right.

Today is June 4, 1972
June = 06
1972 = 72

2	TODAY'S DATE	MONTH	0 1 2 3 4 5 6 7 8 9
		DAY	0 1 2 3 4 5 6 7 8 9
		YEAR	0 1 2 3 4 5 6 7 8 9
		YEAR	0 1 2 3 4 5 6 7 8 9

3	SOCIAL SECURITY NUMBER	3	0 1 2 3 4 5 6 7 8 9
		0	0 1 2 3 4 5 6 7 8 9
		4	0 1 2 3 4 5 6 7 8 9
		2	0 1 2 3 4 5 6 7 8 9
		6	0 1 2 3 4 5 6 7 8 9
		9	0 1 2 3 4 5 6 7 8 9
		7	0 1 2 3 4 5 6 7 8 9
		5	0 1 2 3 4 5 6 7 8 9
		1	0 1 2 3 4 5 6 7 8 9

my Soc. Sec. No. is 304-26-9751

SEE COVER OF YOUR TASK BOOKLET Form N20, Ser. No. 0233

4	TASK BOOKLET	FORM	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
		SERIAL NO.	0 1 2 3 4 5 6 7 8 9
			0 1 2 3 4 5 6 7 8 9
			0 1 2 3 4 5 6 7 8 9
			0 1 2 3 4 5 6 7 8 9

my birthday is May 10, 1940
May = 05 1940 = 40

5	DATE OF BIRTH	MONTH	0 1 2 3 4 5 6 7 8 9
		DAY	0 1 2 3 4 5 6 7 8 9
		YEAR	0 1 2 3 4 5 6 7 8 9
		YEAR	0 1 2 3 4 5 6 7 8 9

TASK ANALYSIS BACKGROUND DATA SHEET

SEE TASK STATEMENT BOOKLET FOR INSTRUCTIONS TO COMPLETE BOXES	6	0 1 2 3 4 5 6 7 8 9	13 0 1
		0 1 2 3 4 5 6 7 8 9	14 0 1
		0 1 2 3 4 5 6 7 8 9	15 0 1
		0 1 2 3 4 5 6 7 8 9	16 0 1
7		0 1 2 3 4 5 6 7 8 9	17 0 1
		0 1 2 3 4 5 6 7 8 9	18 0 1
		0 1 2 3 4 5 6 7 8 9	19 0 1
		0 1 2 3 4 5 6 7 8 9	20 0 1
8		0 1 2 3 4 5 6 7 8 9	21 0 1
		0 1 2 3 4 5 6 7 8 9	22 0 1
		0 1 2 3 4 5 6 7 8 9	23 0 1
		0 1 2 3 4 5 6 7 8 9	24 0 1
9		0 1 2 3 4 5 6 7 8 9	25 0 1
		0 1 2 3 4 5 6 7 8 9	26 0 1
		0 1 2 3 4 5 6 7 8 9	27 0 1
		0 1 2 3 4 5 6 7 8 9	28 0 1
10		0 1 2 3 4 5 6 7 8 9	29 0 1
		0 1 2 3 4 5 6 7 8 9	30 0 1
11		0 1 2 3 4 5 6 7 8 9	31 0 1
		0 1 2 3 4 5 6 7 8 9	32 0 1
12		0 1 2 3 4 5 6 7 8 9	33 0 1
		0 1 2 3 4 5 6 7 8 9	34 0 1

Ignore these boxes

PART II

PART II A LIST OF TASKS

PART II B LIST OF INSTRUMENTS AND EQUIPMENT

HOW TO RESPOND TO TASK STATEMENTS AND INSTRUMENTS

Your responses to each statement should be marked on the corresponding page, column and item number in your RESPONSE BOOKLET.

Note that each page in your RESPONSE BOOKLET has two response blocks. The left-hand block (items 1-25) is for entering responses to statements printed on LEFT pages of this TASK BOOKLET; the right-hand block (items 26-50) is for the responses to statements printed on RIGHT pages. Make sure that your answers are recorded in the appropriate block on every page. DO NOT MAKE ANY MARKS OTHER THAN YOUR ANSWERS!

Each time you start a new page in your RESPONSE BOOKLET, check the page on your TASK BOOKLET. See that the numbers match; then mark the page number in "Box X" in the response page (see instructions at the top of response page.) This is necessary for computer processing.

Tear the Response Guide (p. xiii) at the perforation, and use the correct side to respond to each task or instrument found on the following white pages. Note the following detailed explanation of responses.

Column A - (the responses to Column A differ for Part II A and Part II B, be sure to use the appropriate set of responses.)

Part II A

How often did you do this task within the last month?
(If you were on leave, consider your immediate past working month.)

- 0 - Did not do
- 1 - Did less than 5 times
- 2 - Did 5 to 20 times
- 3 - Did 21 to 50 times
- 4 - Did 51 to 100 times
- 5 - Did more than 100 times

Part II B

How often did you use this instrument or piece of equipment within the last month? (If you were on leave, consider your immediate past working month.)

- 0 - Did not use
- 1 - Used less than 5 times
- 2 - Used 5-20 times
- 3 - Used 21-50 times
- 4 - Used 51-100 times
- 5 - Used more than 100 times

If answer in Column A is 0, go to the next statement. If answer is 1, 2, 3, 4 or 5, answer also Columns B, C & D.

Column B

Indicate the approximate time you spent on a single
performance the last time you performed this task.

0 = less than one minute

1 = 1 to 4 minutes

2 = 5 to 10 minutes

3 = 11 to 20 minutes

4 = 21 to 30 minutes

5 = 31 to 60 minutes

6 = 1 to 2 hours

7 = more than 2 hours

Column C

Do you feel you need additional training to perform
this task?

0 = No

1 = Yes

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIB - LIST OF INSTRUMENTS AND EQUIPMENT

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (last time used)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT USE LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=USED LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=USED 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=USED 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=USED 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=USED MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIA - LIST OF TASKS

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (single performance the last time performed)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT DO LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=DID LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=DID 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=DID 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=DID 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=DID MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

Part II A
LIST OF TASKS

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 01
OF RESPONSE BOOKLET

- 1 DRAFT ASSIGNED PROJECT REPORTS
- 2 RESEARCH MATERIAL FOR PROJECTS, I.E. COMPILE STATISTICS, GATHER DATA FROM DIFFERENT SOURCES
- 3 PROOF READ CORRESPONDENCE/PUBLICATIONS
- 4 SCREEN INCOMING/OUTGOING MAIL
- 5 DESIGN STATUS BOARDS/CHARTS
- 6 REVIEW REPORTS/REQUESTS FOR PROPER PREPARATION AND COMPLETION
- 7 ANSWER TELEPHONE/TAKE MESSAGES, MEMOS
- 8 COORDINATE SIGNS AND ART WORK
- 9 DRAFT OFFICIAL CORRESPONDENCE
- 10 COMPILE/UPDATE MAILING/ADDRESS LIST
- 11 RELIEVE OTHERS FOR LUNCH/COFFEE BREAKS
- 12 TYPE
- 13 PREPARE REPORTS FOR TRANSMITTAL TO OTHER COMMANDS
- 14 PREPARE ONE-TIME OR INFREQUENT REPORTS FOR REQUESTORS
- 15 COMPILE STATISTICS NECESSARY TO MAKE REPORTS
- 16 PICK UP/DELIVER MAIL/PACKAGES
- 17 ASSIST PEOPLE IN FINDING CLINICS AND SPACES
- 18 DISTRIBUTE UNIT/COMMAND PAYCHECKS
- 19 PERFORM ADMINISTRATIVE ERRANDS, E.G. PICK-UP PAYCHECKS, DELIVER/RETURN TIME CARDS
- 20 SORT/FORWARD MAIL
- 21 DO ROUTINE FILING
- 22 PREPARE PERIODIC REPORTS FOR COMMAND, E.G. DEPARTMENT PATIENT CENSUS
- 23 REFER ONWARD TO THE PROPER PERSONNEL QUERIES FROM CIVILIAN ASSOCIATIONS/INDIVIDUALS
- 24 REVIEW INCOMING MESSAGES/MEMOS
- 25 PREPARE MISCELLANEOUS CHITS, E.G., SPECIAL REQUESTS, CHECK CHITS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 01 OF RESPONSE BOOKLET
26	LOG ANALYSIS RESULTS
27	EVALUATE THE ADEQUACY/EFFECTIVENESS OF ROUTINE REPORTS
28	PREPARE STANDING OPERATING PROCEDURES, GUIDES AND INSTRUCTIONS FOR USE BY PERSONNEL
29	MAKE FINAL DECISION ON REJECTION/ACCEPTANCE OF DRAFTS/FINAL TYPED MATERIAL
30	PREPARE REQUISITIONS FOR DIAGNOSTIC PROCEDURES, E.G. LAB, EEG
31	ARRANGE FOR BRIEFINGS
32	COMPOSE/DRAFT AN AGENDA FOR STAFF MEETINGS
33	COORDINATE/ARRANGE FOR USE OF ROOMS, E.G. LECTURES, CONFERENCE
34	BRIEF THE COMMANDING OFFICER
35	REVIEW/COMMENT ON/FORWARD PERSONNEL REQUESTS/MEMOS/LETTERS
36	WRITE/ENTER INTO LOG MINUTES/NOTES OF MEETINGS
37	MODIFY/AMEND BUPERS MANUALS
38	INTERPRET BUPERS MANUALS/INSTRUCTIONS/NOTICES
39	INSPECT FOR PROPER UTILIZATION OF FORMS BY PERSONNEL
40	EVALUATE READINESS CAPABILITY OF UNIT
41	PREPARE LEGAL FORMS/CORRESPONDENCE
42	ACT AS A RECEPTIONIST
43	PREPARE AUTOMATED DATA PROCESSING CODE SHEETS
44	PREPARE DIRECTORIES
45	ORGANIZE/PREPARE FOR CEREMONIES, E.G. COMMAND CHANGE, REINLISTMENT
46	PREPARE BRIEFING DATA HANDOUTS
47	PERFORM MATHEMATICAL CALCULATIONS
48	CHART/GRAPH DATA
49	MAINTAIN COMMANDING OFFICER PERSONAL FILE
50	COORDINATE WITH HOSPITAL/DEPARTMENT SUPPORT SERVICES, E.G. SOCIAL SERVICES, RED CROSS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 02 OF RESPONSE BOOKLET
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|----|---|
| 1 | INFORM HOSPITAL AUTHORITIES OF PATIENTS CONDITION |
| 2 | NOTIFY NEXT-OF-KIN WHEN REQUIRED |
| 3 | ARRANGE FOR THE PERSONAL NOTIFICATION OF NEXT OF KIN WHEN DEATH OCCURS |
| 4 | ARRANGE FOR TEMPORARY HOUSING FOR NEXT OF KIN |
| 5 | COORDINATE APPOINTMENTS FOR NEXT-OF-KIN WITH MEDICAL OFFICER/ CHAPLIN |
| 6 | COORDINATE WITH THE APPROPRIATE AUTHORITIES WHEN DEATH OCCURS, E.G. CORONER |
| 7 | COORDINATE BODY REMOVAL BY UNDERTAKER |
| 8 | ARRANGE FOR SPECIAL OR LATE MEALS FOR PATIENTS/VISITOR/STAFF |
| 9 | COORDINATE STORAGE OF PATIENTS BAGGAGE |
| 10 | INVENTORY PATIENTS VALUABLES AND PLACE IN SAFEKEEPING |
| 11 | CARRY/STORE PATIENTS BAGGAGE |
| 12 | HELP LOCATE/PROVIDE PATIENT ACCESS TO PATIENT'S BELONGINGS |
| 13 | PREPARE PATIENT IDENTIFICATION BRACELET/BAND |
| 14 | SCREEN VISITORS FOR PATIENTS IN LINE WITH SPECIFIED REGULATIONS/ ORDERS |
| 15 | COORDINATE RECREATION PROGRAMS/ARRANGEMENTS |
| 16 | ARRANGE TRANSPORTATION FOR PATIENTS/PERSONNEL |
| 17 | CONTACT OTHER DEPARTMENTS TO OBTAIN/COORDINATE PATIENT/PERSONNEL APPOINTMENTS |
| 18 | ASSIST PATIENTS WHO HAVE DIFFICULTY DEALING WITH OTHER AGENCIES |
| 19 | ADVISE PATIENT OF RIGHTS IN REGARD TO MEDICAL BOARDS |
| 20 | ASSUME RESPONSIBILITY FOR ARREST STATUS PATIENT |
| 21 | INVESTIGATE REASONS FOR PATIENT BEING PLACED ON RESTRICTION BY SECURITY |
| 22 | GRANT CLEARANCE FOR PATIENTS TO MAKE OUTGOING PHONE CALLS |
| 23 | COORDINATE PATIENT TRANSFER BETWEEN MEDICAL FACILITIES |
| 24 | COUNSEL PATIENTS ON ADMINISTRATIVE/LEGAL MATTERS |
| 25 | COORDINATE WITH CIVILIAN HOSPITAL TO RECEIVE CASUALTIES |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 02 OF RESPONSE BOOKLET
26	COORDINATE AMBULANCE REQUESTS
27	COORDINATE RADIOLOGICAL ACTIVITIES WITH PUBLIC INFORMATION OFFICE
28	COORDINATE MEDICAL EVACUATIONS
29	COORDINATE WITH OTHER HEALTH AGENCIES REGARDING HEALTH MATTERS, E.G. QUARANTINE
30	COORDINATE WITH SCHOOL GUIDANCE DEPARTMENTS
31	COORDINATE THE RECEIPT OF AEROMEDICAL EVACUATIONS
32	ARRANGE FOR BLOOD EXCHANGE PROGRAMS BETWEEN HOSPITALS
33	IDENTIFY RADIOGRAPH
34	ESTABLISH LIAISON WITH CIVILIAN SPECIALISTS/CONSULTANTS
35	NOTIFY OTHER SECTIONS REGARDING AVAILABILITY OF BLOOD
36	COORDINATE MEDICAL BOARD SCHEDULES
37	NOTIFY SECURITY DEPARTMENT, EG FOR PATIENT ESCAPE, DRUG CONFISCATION
38	ADVISE/GIVE ASSISTANCE IN NURSING CARE PLANNING/DIRECTING, E.G. PATIENT HANDLING/SEPARATION
39	APPROVE WEEKLY MENU
40	DETERMINE ELIGIBILITY OF INDIVIDUALS TO RECEIVE HEALTH CARE IN ACCORDANCE WITH REGULATIONS
41	ORGANIZE/PREPARE A MASS CASUALTY PLAN
42	ORGANIZE/PREPARE A MINOR CASUALTY PLAN
43	PLAN LOGISTIC AND ADMINISTRATIVE SUPPORT OF HOSPITAL TRIAGE AREAS
44	SUPERVISE DARKROOM PROCEDURES
45	SUPERVISE DISASTER CONTROL PROGRAM
46	SUPERVISE PATIENT EVACUATION, E.G. ENSURE PATIENT IS MEDICALLY SECURED FOR TRANSPORT
47	PLAN MEDICAL DEPARTMENT RESPONSE IN EVENT OF NUCLEAR ACCIDENT
48	PLAN THE PHYSICAL LAYOUT OF A DENTAL CLINIC
49	ADVISE COMMAND ON MAXIMUM RADIATION EXPOSURES INDIVIDUALS MAY RECEIVE
50	ENSURE THAT LOCKED WARDS/HOSPITAL AREAS ARE SECURED

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 03 OF RESPONSE BOOKLET
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|----|--|
| 1 | INSPECT CONDITION OF ACID LOCKER/VAULT |
| 2 | DETERMINE CORRECT NUMBER OF TABLES/STRETCHERS FOR PATIENTS |
| 3 | PLAN RECREATION PROGRAMS |
| 4 | INSPECT PATIENT/VISITORS FOR HARMFUL/UNAUTHORIZED OBJECTS/DRUGS |
| 5 | CONDUCT LOCKER CHECKS FOR SECURITY ON LOCKED WARDS |
| 6 | CONFISCATE UNAUTHORIZED DRUGS/OBJECTS |
| 7 | ASSIGN WORK TO PATIENTS |
| 8 | CHECK RETURNED LAB REPORT FOR COMPLETION OF REQUESTED TESTS |
| 9 | RECOMMEND WARD/UNIT SHAKEDOWN |
| 10 | PREPARE PATIENTS/WARD FOR DOCTOR'S ROUNDS |
| 11 | REVIEW QUARTERLY DENTAL SERVICE REPORTS DD-477 |
| 12 | REVIEW DENTAL OFFICERS DAILY WORKSHEET 6620/2 |
| 13 | PREPARE WARD REPORT |
| 14 | PREPARE REPORT/FEEDER REPORT ON NUMBERS OF INPATIENT/OUTPATIENT SERVICES PERFORMED |
| 15 | PREPARE PERSONAL EFFECTS REPORT/REQUIRED DOCUMENT/PAPERWORK WHEN DEATH OCCURS |
| 16 | PREPARE PAPERWORK FOR NOTIFICATION OF NEXT-OF-KIN WHEN REQUIRED |
| 17 | PREPARE A QUARTERLY REPORT OF DENTAL SERVICES |
| 18 | PREPARE X-RAY REPORTS FOR PHYSICIAN TO COMPLETE |
| 19 | REPORT PATIENT CENSUS INFORMATION E.G. MORNING REPORT |
| 20 | PREPARE REPORT OF MEDICAL EXAMINATION |
| 21 | PREPARE STATEMENT OF NONAVAILABILITY, DD 1251 |
| 22 | COMPLETE POISON REPORT |
| 23 | MAKE ENTRIES ONTO TWENTY-FOUR HOUR NURSING REPORT |
| 24 | MAKE ENTRIES ONTO SERIOUS/CRITICAL FORM AND NOTIFY NECESSARY DEPARTMENTS |
| 25 | PREPARE MUSTER REPORT |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 03 OF RESPONSE BOOKLET
26	PREPARE PATIENT LIBERTY LIST
27	INVESTIGATE/REPORT ON INJURIES/INCIDENTS TO PATIENTS/STAFF/ VISITORS
28	PREPARE INTERCOMMAND REPORTS OF PERSONNEL EXPOSURE - VISITORS AND TRANSFERRED PERSONNEL
29	COMPOSE AND PREPARE INSPECTION REPORTS
30	DETERMINE TYPE OF EPIDEMIOLOGICAL REPORT FOR TRANSMISSION
31	PREPARE SCHEDULE FOR CONTRACT PREVENTIVE MAINTENANCE
32	MAKE ADMINISTRATIVE ARRANGEMENTS FOR MEDICAL BOARDS
33	PREPARE DRUG ABUSE REPORTS
34	PREPARE/ASSEMBLE MEDICAL BOARD REPORTS FOR COMPLETION
35	PREPARE CASUALTY/DEATH REPORTS
36	REVIEW DUTY/WARD LOG BOOK
37	SUPERVISE THE HANDLING OF HEALTH RECORDS
38	VERIFY ENLISTED NAVY HEALTH RECORDS
39	MAINTAIN MEDICAL/DENTAL RECORDS
40	CHECK RECORDS FOR UP-TO-DATE IMMUNIZATIONS/X-RAYS/PHYSICALS
41	LOCATE MISPLACED CHARTS/HEALTH RECORDS
42	ASSEMBLE CHART, REQUISITIONS FOR PHYSICAL EXAMINATION
43	MAINTAIN TRANSFUSION FILE
44	MAINTAIN X-RAY FILM LIBRARY/FILE
45	MAINTAIN CARDEX FILE/SYSTEM
46	MAINTAIN ROENTGEN DIAGNOSTIC INDEX
47	MAINTAIN DAILY RECORDS ON PATIENT PROCEDURES/EXAMINATIONS PERFORMED
48	MAINTAIN DONOR FILES
49	MAINTAIN PATIENT STATUS BOARD/CHART
50	MAINTAIN PATIENT REGISTER

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 04 OF RESPONSE BOOKLET
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|----|---|
| 1 | MAINTAIN PERSONNEL DENTAL RECORDS |
| 2 | MAINTAIN PROBLEM CROSS-MATCH FILE |
| 3 | PICK UP PATIENTS DOCUMENTS FROM FILE |
| 4 | PREPARE PATIENT RADIOPHARMACEUTICAL DOSE RECORD |
| 5 | MAINTAIN COMPONENT THERAPY LOG |
| 6 | MAINTAIN TEMPERATURE LOG FOR CRYOPRECIPITATES |
| 7 | MAINTAIN EEG FILE/LIBRARY |
| 8 | PREPARE BIRTH CERTIFICATES/PAPERWORK WHEN BIRTH OCCURS |
| 9 | MAINTAIN CROSS INDEX OF DISEASES, OPERATIONS AND TUMOR REGISTRY |
| 10 | MAINTAIN HOSPITAL ARCHIVES |
| 11 | ASSEMBLE PATIENT CHART, RECORDS, PAPERWORK FOR NEW ADMISSION/
DISCHARGE/TRANSFER |
| 12 | ASSEMBLE PATIENT CHART, RECORDS, X-RAYS FOR PRE-OP |
| 13 | OBTAIN PATIENT'S PAST HOSPITALIZATION RECORDS/X-RAYS |
| 14 | MAINTAIN CHLORINE RESIDUAL AND PH RECORDS |
| 15 | SET UP/REVIEW CHLORINE RESIDUAL AND PH RECORD KEEPING |
| 16 | MAINTAIN FILES OF PERSONNEL WHO ARE INCIDENTALLY EXPOSED TO
RADIATION |
| 17 | PREPARE REQUESTS FOR PERSONNEL RADIATION EXPOSURE HISTORY |
| 18 | PREPARE AND MAINTAIN X-RAY FILE ENVELOPES |
| 19 | REVIEW/UPDATE FORMULARY |
| 20 | COMPILE NOMINAL LISTS FOR PERSONNEL IMMUNIZATION |
| 21 | PREPARE NOMINAL INDEX CARDS ON INCOMING PATIENTS |
| 22 | CHECK PATIENTS CHART/HEALTH RECORD FOR COMPLETENESS OF FORMS/
REPORTS/RECORDS |
| 23 | CHECK CONSULTATION REQUESTS TO INSURE THE CORRECT STUDY IS TO BE
CARRIED OUT |
| 24 | MAINTAIN LOG OF RADIOISOTOPE STUDIES |
| 25 | MAINTAIN PHOTODOSIMETRY LOGS |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 04 OF RESPONSE BOOKLET
26	MAINTAIN RADIATION EXPOSURE FILM FILES
27	MAINTAIN RADIATION SURVEY FILES
28	MAINTAIN LOG OF RESULTS OF STERILITY AND PYROGEN TESTING
29	ASSIGN SCAN IDENTIFICATION NUMBER
30	ASSEMBLE PATIENT RECORDS FOR REVIEW BY DOCTOR
31	CHECK SCANS OUT TO THE WARDS OR DOCTORS
32	SHIP OUT SCANS AND REPORTS TO OTHER MEDICAL ACTIVITIES
33	SET UP/REVIEW BLOOD COUNT RECORD KEEPING ON RADIOLOGY PERSONNEL
34	SET UP/REVIEW RECORD KEEPING AND CONTROL OF DOMESTIC ANIMAL INNOCULATION
35	REVIEW MEDICAL/CASE RECORDS FOR COMPLETENESS, PROPER UTILIZATION
36	LOG STD 519-A RADIOGRAPHIC REPORT
37	MAKE ENTRIES ONTO ANESTHESIA RECORD
38	LOG X-RAY NUMBERS OR IDENTIFICATION ON TO RECORDS
39	LOG HOSPITAL FORMULARY
40	LOG FOREIGN FILMS
41	LOG CHANGES/DELETIONS OF OPERATING PROCEDURES ON SLATE IN OPERATING ROOM
42	COMPILE PATIENT CENSUS STATISTICS
43	COPY SCANS
44	CODE SCANS
45	LOG IN PATIENTS TO CLINIC/DEPARTMENT/SICK CALL
46	LOG NUMBER OF X-RAY EXPOSURES MADE ON EACH PATIENT
47	RECORD PHYSICIAN EXAMINATION FINDINGS
48	CHART PLAQUE INDEX
49	CHART PERIODONTAL INDEX
50	MAKE ENTRIES INTO DENTAL HISTORY, I.E. EXISTING RESTORATIONS, CARIES

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 05 OF RESPONSE BOOKLET
1	RECORD ADMINISTRATION OF MEDICATION ON PATIENT HEALTH RECORD
2	HAVE PATIENT COMPLETE DRUG HISTORY QUESTIONNAIRE
3	MAKE ENTRIES INTO DEPARTMENTAL LOG FOR COMMAND
4	TRANSCRIBE PHYSICIAN'S ORDERS
5	OBTAIN/WITNESS PATIENT'S SIGNATURE FOR RELEASE OF MEDICAL INFORMATION, E.G., X-RAYS, RECORDS
6	PREPARE NECESSARY PAPERWORK FOR MEDICAL BOARDS
7	ENTER PATIENT IDENTIFICATION INFORMATION ONTO REPORTS/RECORDS
8	OBTAIN CONSENTS FOR PROCEDURES/AUTOPSY
9	PROCESS PATIENT ADMISSIONS/DISCHARGES/TRANSFERS
10	LOG PERSONNEL EXPOSURES ON DD1141
11	PREPARE/UPDATE DIET LIST
12	MAKE ENTRIES INTO MASTER AT ARMS LOG
13	MAKE ENTRIES INTO WARD LOG, E.G. UNUSUAL EVENTS, SUMMARY OF SHIFT
14	MAKE ENTRIES OF PRELIMINARY PHYSICAL EXAMINATION FINDINGS ON STD 88
15	FILL OUT/COMPLETE U.S. FIELD MEDICAL CARD (DD FORM-1380)
16	FILL OUT/COMPLETE CASUALTY CARD (NAVMC 10453-PO)
17	FILE COMPLETED/RETURNED CHITS/REPORTS IN PATIENT RECORD
18	FILE PRESCRIPTION FORMS
19	SORT EEG TRACINGS FOR FILING
20	SEARCH FILES FOR PATIENT NOMINAL INDEX CARDS
21	FILE SCANS
22	FILE RADIOGRAPHS
23	SCHEDULE APPOINTMENTS FOR CLINIC/DEPARTMENT, E.G., MAINTAIN APPOINTMENT BOOK
24	MAINTAIN CALL LIST TO FILL BROKEN/CANCELLED APPOINTMENTS
25	ADJUST/COORDINATE CHANGES IN PATIENT SCHEDULES AS NEEDED

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 05
OF RESPONSE BOOKLET

- 26 ISSUE FLUOROSCOPIC EXAMINATION SCHEDULES
- 27 ESTABLISH SURGERY SCHEDULE
- 28 CALCULATE LAB/DIAGNOSTIC TEST RESULTS
- 29 PREPARE NAVMED 1432 A,B,C (PHOTODOSIMETRY/RADIATION)
- 30 PREPARE REQUISITIONS FOR DIAGNOSTIC PROCEDURES, E.G. LAB, EEG
- 31 PREPARE REPORT OF MEDICAL TREATMENT, HOSPITALIZATION AND ALLIED SERVICES (NAVMED-U)
- 32 PREPARE HEALTH RECORD RECEIPTS, FILE CHARGE-OUT AND DISPOSITION RECORD (NAVMED-1345)
- 33 PREPARE MEDICAL SERVICES REPORT (NAVMED-1454)
- 34 MODIFY OR WRITE NEW TECHNICAL PROCEDURES
- 35 INITIATE NEW OR CHANGED TECHNICAL PROCEDURES
- 36 PREPARE AEC LICENSE ADMENDENTS
- 37 PREPARE RADIOPHARMACEUTICAL CONTRACTS
- 38 CONSULT WITH STAFF TO DESIGN/AMEND/UPDATE PROCEDURES /TECHNIQUES
- 39 COORDINATE PROCEDURES FOR DATA PROCESSING
- 40 COORDINATE WITH OTHER DEPARTMENTS CONCERNING PROTOCOL VISITS/ CIVILIAN TOURS
- 41 COORDINATE WITH CIVILIAN ORGANIZATIONS, GROUPS, F.G. TOASTMASTERS, SCHOOLS
- 42 PREPARE TECHNICAL INTELLIGENCE COLLECTING PLANS
- 43 COMPOSE COMMAND DIRECTIVES ACCORDING TO SPECIFICATIONS
- 44 SPEAK/PARTICIPATE IN COMMUNITY AFFAIRS, E.G. PTA, HEALTH SOCIETIES
- 45 CONDUCT BRIEFINGS
- 46 ORGANIZE AND MAINTAIN WATCH, QUARTER AND STATION BILL
- 47 ADMINISTER/MAINTAIN UNIT LIBRARY
- 48 CONDUCT STAFF ASSISTANCE VISITS
- 49 COORDINATE/ARRANGE TOURS OF FACILITIES
- 50 INVESTIGATE ACTIVITIES POTENTIALLY FOSTERING WASTAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 06 OF RESPONSE BOOKLET
1	AMEND CROSS REFERENCE LIST OF INSTRUCTIONS/MATERIALS
2	MAKE FORMAL REQUESTS FOR RADIATION SOURCE CHANGES
3	CONDUCT TOURS OF FACILITY FOR VISITORS
4	REQUEST AEC LICENSE AMENDMENTS
5	COORDINATE WITH DATA PROCESSING PERSONNEL
6	COORDINATE STAFFING ARRANGEMENTS
7	ANSWER QUERIES FROM CIVILIAN ASSOCIATIONS/INDIVIDUALS
8	MAINTAIN DISTRIBUTION SYSTEM OF GENERAL INTEREST LITERATURE, E.G. PAMPHLETS, MAGAZINES
9	TAKE ACTION ON NAVY DIRECTIVES, I.E. INSTRUCTIONS AND NOTICES
10	COORDINATE MEDICAL EXAM, ALL TYPES, FOR MEDICAL FOOD HANDLERS
11	CHECK ELIGIBILITY OF CONTRACTORS
12	EDIT COMMAND DIRECTIVES
13	UP-DATE/REVISE COMMAND DIRECTIVES
14	MAINTAIN STATUS BOARD/CHART ON PROJECT/PROGRAM
15	ALLOCATE LOCKERS
16	PERFORM DUTIES OF PUBLIC RELATIONS REPRESENTATIVE FOR DEPARTMENT/UNIT
17	COORDINATE WITH HOSPITAL ON ADMISSION OF PATIENTS
18	APPROVE SPECIAL REQUEST/REQUISITION CHITS
19	COORDINATE WITH LEGAL SERVICES
20	COORDINATE WITH MOBILE DENTAL UNITS WITHIN THE DISTRICT
21	DETERMINE PARKING AREAS/GARAGE ARRANGEMENTS FOR VEHICLES
22	DIRECT WORK SIMPLIFICATION OR WORK MEASUREMENT PROGRAMS
23	DETERMINE THE PHYSICAL LAYOUT OF WORK AREA FURNITURE/EQUIPMENT
24	CERTIFY QUALITY OF WORK PERFORMED BY CIVILIAN CONTRACTORS
25	DEVELOP IMPROVED WORK METHODS AND PROCEDURES

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 06 OF RESPONSE BOOKLET
26	CONDUCT STAFF MEETINGS TO DISCUSS PLANS/ACTIVITIES/PROBLEMS
27	INSTITUTE CHANGES TO IMPROVE WORKING CONDITIONS
28	DEVELOP/REVISE NEC SPECIFICATIONS
29	PLAN RECORD KEEPING SYSTEM FOR THE SECTION/DEPARTMENT/ACTIVITY
30	ANALYSE JOBS, E.G. ASSESS ADEQUACY OF A POSITION'S DESCRIPTION/DESIGN
31	CARRY OUT WORK SIMPLIFICATION OR WORK MEASUREMENT STUDIES, E.G. TIME AND MOTION, JOB ENRICHMENT
32	RECOMMEND/GIVE ADVICE FOR WORK SIMPLIFICATION/MEASUREMENT STUDIES
33	ASSIST IN COMPOSING/REVISING JOB DESCRIPTIONS
34	CERTIFY CIVILIAN ATTENDANCE
35	DETERMINE CONTENT OF MILITARY REPORTS ON PERSONNEL, E.G. EVALUATION REPORTS
36	DEVELOP/ESTABLISH STANDARDS TO EVALUATE MANPOWER PERFORMANCE
37	GIVE DIRECT SUPERVISION TO EMPLOYEES
38	GIVE DIRECT SUPERVISION TO CORPSMEN/TECHNICIANS
39	DETERMINE SCOPE AND FUNCTIONS OF NURSING SERVICE PERSONNEL
40	HIRE/FIRE CIVILIAN PERSONNEL
41	DETERMINE CONTENT OF CIVILIAN PERFORMANCE APPRAISAL REPORTS
42	RECOMMEND QUALITY SALARY INCREASES FOR PERSONNEL
43	RECOMMEND DISCIPLINARY ACTION FOR PERSONNEL AS REQUIRED
44	INTERVIEW CANDIDATES FOR EMPLOYMENT
45	REVIEW SUGGESTIONS AND COMPLAINTS FROM PERSONNEL
46	SCREEN CIVILIAN LABOR FOR SECURITY
47	SERVE ON PROMOTION/DEMOTION OR RECLASSIFICATION BOARDS
48	RECOMMEND THE HIRING/TERMINATION OF PERSONNEL
49	EVALUATE THE PERFORMANCE OF PERSONNEL
50	ESTABLISH CRITERIA/GUIDELINES FOR POSITIONS FOR SUBORDINATE PERSONNEL, E.G. WORK POSITIONS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 07 OF RESPONSE BOOKLET
1	INTERPRET/REVIEW CONFIDENTIAL REPORTS ON PERSONNEL, E.G. EVALUATION REPORTS
2	CHECK/CORRECT CALCULATIONS PERFORMED BY OTHER TECHNICIANS
3	CHECK PERSONNEL FOR REQUIRED ATTIRE FOR ENTRY/EXIT FROM DEPARTMENT
4	ENSURE THAT ALL PERSONNEL MAINTAIN PROPER MILITARY BEARING, E.G. CLEANLINESS, ATTIRE
5	RECOMMEND PERSONNEL FOR PROMOTION/DEMOTION
6	RECOMMEND PERSONNEL FOR EDUCATION/TRAINING
7	SUPERVISE THE MAINTENANCE OF OFFICE RECORDS
8	CONDUCT COMMAND INSPECTIONS
9	ENSURE THAT SAFE INDUSTRIAL PRACTICES ARE ADHERED TO, E.G. USE OF PROTECTIVE EYE GLASSES
10	ASSIST IN COMMAND INSPECTIONS
11	CARRY OUT PERIODIC VISITS TO SELECTED BASES TO REVIEW MANAGEMENT PRACTICES
12	PLACE PATIENT/PERSONNEL ON REPORT
13	APPROVE/DISAPPROVE REQUESTS FOR ADDITIONAL PERSONNEL
14	AUTHORIZE ANNUAL/SICK LEAVE
15	REVIEW CONTENT OF MILITARY REPORTS ON PERSONNEL, E.G. EVALUATION REPORTS
16	DRAFT COMMENDATORY AWARDS FOR SUBORDINATES, E.G. LETTERS OF APPRECIATION
17	ASSIST IN COMMAND PERSONNEL INSPECTIONS
18	DELEGATE TYPING TASKS
19	REVIEW/RECOMMEND THE UTILIZATION OF NURSE STAFF WORK SCHEDULES/ TIME TABLES
20	ARRANGE TIME/DETAIL SCHEDULES
21	ASSIGN PERSONNEL TO DEPARTMENTS, AREAS, I.E. FOR COMMAND
22	COORDINATE ASSIGNMENT OF HOSPITAL AUXILIARIES
23	DETERMINE DUTIES FOR PERSONNEL
24	APPROVE/AUTHORIZE OVERTIME FOR CIVILIAN STAFF
25	GIVE ADVICE ON EMPLOYMENT OF CIVILIAN PERSONNEL

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 07
OF RESPONSE BOOKLET

- 26 REQUEST/RECOMMEND ADDITIONAL PERSONNEL WHEN REQUIRED
- 27 PLAN FOR OVERTIME/LEAVE/LIBERTY/TIME OFF
- 28 PLAN FACILITY MANNING LEVELS
- 29 ASSIGN PERSONNEL TO DUTIES/WORK ACCORDING TO SCHEDULE
- 30 MAKE TRAVEL ARRANGEMENTS FOR MILITARY PERSONNEL
- 31 ADJUST DAILY ASSIGNMENT SHEET/WORK SCHEDULE AS NEEDED
- 32 APPROVE TIME/DETAIL SCHEDULES
- 33 ESTABLISH DUTY/CALL/EMERGENCY RECALL POSTER
- 34 COMPILE DISASTER CONTROL LIST/CARD
- 35 PREPARE WATCH LISTS
- 36 COMPILE RECRUIT AVAILABILITY LIST FOR POST-TRAINING ASSIGNMENT
- 37 RECOMMEND PERSONNEL FOR REASSIGNMENT, I.E. NEW COMMAND
- 38 RECOMMEND ASSIGNMENT OF STAFF PERSONNEL TO UNIT/WARD
- 39 MAKE ARRANGEMENTS FOR RELIEF PERSONNEL
- 40 MAKE RECOMMENDATIONS ON REQUESTS FOR ADDITIONAL PERSONNEL
- 41 RECOMMEND CHANGE IN MANPOWER LEVELS
- 42 GIVE ADVICE ON EMPLOYMENT OF RESERVES WITH THE REGULAR FORCE
- 43 COORDINATE WITH ADMIN STAFF OF BASE/UNIT REGARDING POLICIES AFFECTING STAFF
- 44 COORDINATE WITH BUMED ON MATTERS PERTAINING TO PERSONNEL
- 45 INTERVIEW/COUNSEL/ADVISE STAFF
- 46 RECOMMEND LEAVE/TIME OFF FOR PERSONNEL
- 47 MAKE RECOMMENDATIONS ON/APPROVE/DISAPPROVE PERSONNEL REQUESTS TO ATTEND MEETINGS/CONFERENCES
- 48 PROVIDE INFORMATION ON QUESTIONS ABOUT CAMPUS PROGRAM, E.G. ELIGIBILITY, PROCEDURES
- 49 COORDINATE WITH RECRUITING DEPOTS CONCERNING PERSONNEL EXAMINATIONS
- 50 GIVE FAMILIARIZATION BRIEFINGS TO NEWLY ARRIVING PERSONNEL

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE OR OF RESPONSE BOOKLET
1	ENSURE THAT PERSONNEL ARE AWARE OF HEALTH SERVICES AVAILABLE
2	KEEP PERSONNEL INFORMED OF ADMINISTRATIVE COMMUNICATION CHANGES
3	ISSUE MEAL TICKETS
4	PLAN AVAILABILITY OF RECRUITS FOR ASSIGNMENTS AFTER TRAINING
5	COMPOSE/OR REVISE JOB/POSITION DESCRIPTIONS
6	DETERMINE STAFF/PATIENT RATIOS
7	AUTHORIZE EXCUSED/LIGHT DUTIES
8	ROTATE PERSONNEL DUTIES, E.G. FOR EXPERIENCE/VARIETY
9	COUNSEL PERSONNEL PRIOR TO RETIREMENT
10	COUNSEL PERSONNEL ON REENLISTMENT/REENLISTMENT PROGRAMS
11	COUNSEL PERSONNEL ON LEGAL MATTERS, E.G. PAYMENT OF DEBT
12	PREPARE PORT CALL REQUEST
13	PREPARE MILITARY IDENTIFICATION CARDS
14	COMPLETE COURT MARTIAL CHARGE SHEETS
15	COUNSEL/ADVISE/GUIDE PERSONNEL TOWARD ADVANCEMENT
16	AUTHORIZE EMERGENCY PASSES
17	INVESTIGATE ALLEGED CASES OF LOST IDENTIFICATION CARDS
18	MAKE DETERMINATION ON DEPENDENT'S QUALIFICATION FOR AN IDENTIFICATION CARD
19	PREPARE DAILY AND SPECIAL BULLETINS, E.G. PLAN OF THE DAY
20	PREPARE OPERATIVE REPORTS FOR WARD CLERK
21	PREPARE VISIT INSPECTION REPORT
22	RESEARCH/PREPARE BIOGRAPHICAL SKETCHES ON PERSONNEL
23	PREPARE DRAFT OF OFFICER FITNESS REPORTS FOR REVIEW
24	PREPARE VARIOUS ADMINISTRATIVE BOARD REPORTS
25	VERIFY O.D.C.R./LOBO REPORTS

RIGHT PAGE OR ADMIN PRACTICES TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE OR OF RESPONSE BOOKLET
26	DOCUMENT NEW OR CHANGED PROCEDURES
27	DETERMINE ELIGIBILITY OF ENLISTED PERSONNEL FOR ADVANCEMENT ACCORDING TO REGULATIONS
28	VERIFY ENLISTED NAVY SERVICE RECORDS
29	VERIFY ENLISTED NAVY LEAVE RECORDS
30	MAINTAIN STATUS BOARD/CHART ON STAFF PERSONNEL
31	MAINTAIN SIGNATURE FILE
32	MAINTAIN DUTY/CALL/EMERGENCY RECALL ROSTER
33	MAINTAIN RECORDS OF SPECIAL DUTY NURSES/CIVILIAN NURSES EMPLOYED
34	MAINTAIN NAVY DIRECTIVES ISSUANCE SYSTEM (INSTRUCTIONS AND NOTICES)
35	MAINTAIN A CIVILIAN NURSE REGISTER
36	MAINTAIN ATTENDANCE RECORDS
37	MAINTAIN PERSONAL RECORDS OF THE STAFF, E.G. BOOK LOG, STATUS BOARDS
38	MAINTAIN ALERT LIST
39	MAINTAIN AEC LICENSE FILES
40	MAINTAIN NAVY OFFICER SERVICE RECORDS
41	MAINTAIN ENLISTED NAVY SERVICE RECORDS
42	MAINTAIN ENLISTED MARINES SERVICE RECORDS
43	USE MARINE CORPS PERSONNEL DIARY
44	USE NAVY PERSONNEL DIARY
45	MAINTAIN MARINE CORPS DIRECTIVE SYSTEM (ORDERS AND BULLETINS)
46	MAINTAIN PERSONNEL RECORDS
47	MAINTAIN CIVILIAN EMPLOYEE RECORDS AND REPORTS
48	MAINTAIN CONTROL OVER CLASSIFIED MATERIAL
49	EFFECT ADMINISTRATIVE RECEIPT OF REPORTING PERSONNEL
50	LOG ACCELERATION RUN BOOK

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 09
OF RESPONSE BOOKLET

- 1 LOG MEDICAL FLYING CATEGORY RECORD
- 2 LOG STAFF HOSPITALIZATIONS
- 3 FILL OUT TIME SHEETS
- 4 PREPARE WORK ORDERS/WORK REQUESTS
- 5 PREPARE ADMINISTRATIVE FORMS, E.G. CHANGE NAME, CHANGE ADDRESS, TRAVEL CLAIMS
- 6 MAKE ENTRIES INTO MARINE CORPS PERSONNEL DIARY
- 7 MAKE ENTRIES INTO NAVY PERSONNEL DIARY
- 8 PREPARE NAVY DISBURSING FORMS
- 9 PREPARE MARINE CORPS DISBURSING FORMS
- 10 PREPARE IDENTIFICATION CARDS
- 11 PREPARE MESS PASS
- 12 PREPARE LEAVE REQUEST FORMS
- 13 PREPARE REQUEST FOR TAD/AUTHORIZATION ORDER
- 14 PROCESS PERSONNEL FOR TRANSFER TO FLEET RESERVE/RETIREMENT
- 15 PREPARE PAPERWORK FOR DISCIPLINARY ACTION FOR PERSONNEL AS REQUIRED
- 16 PREPARE MEAL CHITS FOR SIGNATURE
- 17 PREPARE PAPERWORK FOR THE SEPARATION OF PERSONNEL
- 18 PREPARE PAPERWORK FOR DISCHARGE OF PERSONNEL
- 19 PREPARE PAPERWORK FOR REENLISTMENT OF PERSONNEL
- 20 PREPARE PAPERWORK FOR RETIREMENT OF PERSONNEL
- 21 PREPARE PAPERWORK FOR THE PROMOTION OF OFFICER PERSONNEL
- 22 PREPARE MILITARY IDENTIFICATION CARD REQUESTS
- 23 PREPARE DEPENDENT IDENTIFICATION CARD REQUESTS
- 24 PREPARE DEPENDENT IDENTIFICATION CARDS
- 25 PREPARE PAPERWORK FOR REQUESTS FOR SECURITY CLEARANCE

RIGHT PAGE OF ADMIN PRACTICES TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE OF OF RESPONSE BOOKLET
26	PREPARE PAPERWORK FOR TRANSFER OF PERSONNEL
27	PREPARE NECESSARY PAPERWORK TO UPDATE ORGANIZATION CHARTS
28	LOG CONTRACTOR REQUIREMENTS
29	PROCESS TAD VOUCHERS
30	PROCESS/DISSEMINATE NBC INFORMATION
31	PROCESS PERSONNEL REQUESTS
32	PREPARE PAPERWORK ON TAD FOR DISBURSEMENT
33	PREPARE TAD/AUTHORIZATION ORDERS
34	PREPARE SECURITY CLEARANCE FORMS
35	COMPLETE LINE OF DUTY/MISCONDUCT FORMS
36	MAKE ENTRIES INTO SERVICE RECORDS
37	PREPARE BINNACLE LIST (NAVMED-S)
38	PREPARE CERTIFICATES OF INSTRUCTION/TRAINING/GRADUATION
39	PREPARE PROSTHETIC CASE RECORD (NAVMED-952)
40	PREPARE STAFFING REPORT (NAVMED-1357)
41	PREPARE DATA PROCESSING SERVICE REQUEST (NAVMED-1425)
42	PREPARE ABSTRACT OF SERVICES AND MEDICAL HISTORY (NAVMED-6150/4)
43	ATTACH IDENTIFYING TAG TO COMPONENTS/EQUIPMENT
44	RETURN EQUIPMENT TO CIVILIAN CONTRACTORS FOR REPLATING/REPAIR
45	EVALUATE NEW EQUIPMENT, I.E. USER TEST
46	CONFER/VISIT MANUFACTURERS/CONTRACTORS TO OBTAIN FIRST HAND KNOWLEDGE OF EQUIPMENT/SUPPLIES
47	COORDINATE LOADING AND UNLOADING OF EQUIPMENT
48	COORDINATE ON EQUIPMENT LOANS, BORROWING OF MEDICAL/DENTAL SUPPLIES/TRAINING AIDS
49	COORDINATE WITH MANUFACTURERS/CONTRACTORS FOR EQUIPMENT REPAIR/ MAINTENANCE
50	COORDINATE WITH OTHER SECTIONS FOR ASSISTANCE IN FABRICATING EQUIPMENT

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 10 OF RESPONSE BOOKLET
1	ORDER SUPPLIES/EQUIPMENT THROUGH FEDERAL SUPPLY SYSTEM
2	DISPOSE OF SUPPLIES/INSTRUMENTS/EQUIPMENT AFTER TIME LIMIT/ EXPIRATION DATE
3	ISSUE SUPPLIES/INSTRUMENTS/EQUIPMENT/MATERIALS
4	STORE SUPPLIES
5	ASSIGN SPACE FOR EQUIPMENT AND SUPPLIES
6	ENSURE DENTAL FIELD KITS ARE SUITABLE FOR ISSUE, E.G. CHECK CONTENTS, TAG, WATERPROOF
7	PREPARE PHOTODOSIMETRY FILM FOR SUBMISSION TO PROCESSING ACTIVITY
8	INSPECT X-RAY FILM QUALITY TO EVALUATE DEVELOPMENT TECHNIQUES
9	REVIEW/INSPECT X-RAY FILMS FOR DISPOSAL
10	REVIEW BOOKS/PUBLICATIONS/RECORDS FOR DISPOSAL
11	CONSULT ON CENTRAL/LOCAL SUPPLY PROBLEMS/PROCEDURES
12	PREPARE X-RAY FILMS FOR MAILING
13	PACK AND STORE FIELD MEDICAL SUPPLIES AND EQUIPMENT
14	INSPECT PHOTODOSIMETRY FILM PRIOR TO ISSUE
15	REPLENISH TESTING ROOM WITH SUPPLIES
16	LOAN X-RAY FILMS TO DOCTORS/OTHER DEPARTMENTS
17	ISSUE PERSONNEL MONITORING DEVICES, E.G. POCKET DOSIMETER, FILM BADGE
18	COLLECT PERSONNEL MONITORING DEVICES FOR PROCESSING
19	MAKE LOCAL (OPEN) PURCHASE OF SUPPLIES
20	REQUISITION TRAINING AIDS FROM OTHER HOSPITALS/CLINICS OR CIVILIAN/GOVERNMENT HEALTH FACILITIES
21	REQUISITION FLIGHT CLOTHING
22	STORE "SHARPS" ON PSYCHIATRIC WARD
23	ORDER CORRESPONDENCE COURSE MATERIALS, E.G. USAF1, NAVY
24	CHECK PRESSURIZED TANKS FOR QUANTITY OF GAS, E.G. OXYGEN, HELIUM
25	ORDER PHOTODOSIMETRIC FILM

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 10 OF RESPONSE BOOKLET
26	MAINTAIN BLANK (STANDARD) FORMS CONTROL
27	SUPERVISE ROUTINE EQUIPMENT MAINTENANCE FOR SECTION/UNIT
28	ARRANGE FOR REPLACEMENT/REPAIR OF EQUIPMENT AS REQUIRED
29	APPROVE/DISAPPROVE NEW EQUIPMENT REQUESTS
30	APPROVE REQUISITIONS
31	MAKE RECOMMENDATIONS ON PURCHASE/REPLACEMENT OF EQUIPMENT/SUPPLIES
32	COMPOSE INITIAL PROJECTIONS FOR EQUIPMENT NEEDS
33	MAINTAIN UNIT/WARD/SECTION FIRST AID AND EMERGENCY EQUIPMENT
34	MAINTAIN STOCK OF SUPPLIES/MATERIALS/SPARE PARTS FOR UNIT
35	MAINTAIN SUPPLY LEVEL OF IN-DATED ANTI-SERAS
36	MAINTAIN/ACCOUNT FOR SCRAP GOLD/SILVER
37	MAINTAIN/ACCOUNT FOR SCRAP AMALGAM
38	MAINTAIN/ACCOUNT FOR BULK ALCOHOL
39	ROTATE INVENTORY
40	MAINTAIN PROPERTY CUSTODY CARDS FOR EQUIPMENT
41	MAINTAIN A SET OF REFERENCE BOOKS/MANUALS/PUBLICATIONS
42	MAINTAIN RADIOACTIVE MATERIAL INVENTORY
43	MAINTAIN INVENTORIES OF RADIATION MONITORING EQUIPMENT RESERVED FOR DISASTER CONTROL
44	MAINTAIN A SUPPLY (EQUIPMENT, MATERIALS) INVENTORY SYSTEM
45	MAINTAIN INVENTORY/STOCK OF EQUIPMENT/FURNITURE
46	MAINTAIN INVENTORY OF PRECIOUS METALS/NARCOTICS
47	REVIEW REQUISITIONS
48	APPROVE/DISAPPROVE OFFICE PURCHASE REQUESTS
49	SUPERVISE MEDICAL STOREROOM
50	MAINTAIN STOCK OF EXCESS EQUIPMENT

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 11 OF RESPONSE BOOKLET
1	DETERMINE AND ASSIGN CLASS TO PLANT PROPERTY
2	DETERMINE AND USE ALLOTMENT APPROPRIATION NUMBER
3	ASSIST IN COMMAND MATERIAL INSPECTIONS
4	ASSIST IN PRECIOUS METALS/NARCOTICS INVENTORY
5	INSPECT THAT SUPPLIES/MATERIALS/EQUIPMENT ARE STORED PROPERLY
6	INSPECT SUPPLIES/EQUIPMENT FOR ACCEPTABILITY/DAMAGE/LOSS/ PILFERAGE
7	VERIFY/SIGN OFF ON REQUISITIONS/RECEIPTS FOR SUPPLIES/EQUIPMENT/ MATERIAL
8	VERIFY AND CO-SIGN INVENTORY
9	ESTABLISH SUPPLY USAGE RATE
10	INSPECT CONDITION OF FILM STORAGE AREAS, I.E. FOR PROPER TEMPERATURE/LIGHT/HUMIDITY
11	DO SUPPLY/EQUIPMENT INVENTORY
12	CONDUCT AUDITS/INVENTORY ALCOHOL/PRECIOUS METALS/NARCOTICS
13	EVALUATE THE MAINTENANCE AND USE OF SUPPLIES, EQUIPMENT AND WORK SPACE
14	ACCOUNT FOR KEYS
15	CHECK FOR PROPER FUNCTIONING OF LOCKS
16	ACCOUNT FOR SILVERWARE
17	SURVEY EQUIPMENT TO DETERMINE CONTINUED SERVICEABILITY/USABILITY
18	PREPARE EVALUATION REPORTS OF PERSONNEL RADIATION MONITORING DEVICES
19	PREPARE INVENTORY REPORTS
20	PREPARE PRECIOUS METAL/NARCOTIC INVENTORY REPORT
21	DRAFT MOTOR VEHICLE INCIDENT/ACCIDENT REPORTS
22	DRAFT AIRCRAFT INCIDENT/ACCIDENT REPORTS
23	PREPARE DENTAL SERVICE REPORT EQUIPMENT AND FACILITIES SUPPLEMENT DD477-1
24	MAINTAIN FILES OF RECEIPT/TRANSFER OF RADIOACTIVE MATERIAL
25	MAINTAIN APPROVED USER FILE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 11 OF RESPONSE BOOKLET
26	MAINTAIN RECORDS OF RADIOACTIVE WASTE TRANSFERS
27	MAINTAIN INSTRUMENT CALIBRATION FILES
28	MAINTAIN FILES OF CALIBRATED RADIOACTIVE SOURCES
29	MAINTAIN LOCATIONS OF OPERATIONAL RADIATION MONITORING EQUIPMENT
30	MAINTAIN A VOUCHER REGISTER, I.E., EXTERNAL SUPPLY
31	MAINTAIN MODIFICATION RECORDS, E.G., EQUIPMENT, MEDICAL ALLOWANCE
32	MAINTAIN BLOOD PROCESSING RECORDS
33	MAINTAIN TICKLER FILE FOR SERUM DISPOSAL
34	MAINTAIN LEDGER OF SUPPLY/STOCK, E.G., REQUISITIONS, COST ACCOUNTING
35	GIVE DIRECT SUPERVISION FOR THE PREPARATION OF REQUISITIONS/ PURCHASE ORDERS/WORK REQUESTS
36	PREPARE PAPERWORK FOR RETURN OF DAMAGED MATERIALS/SUPPLIES/ EQUIPMENT
37	PREPARE REQUEST FORM FOR PHOTOGRAPHIC/PRINTING SERVICES
38	RECEIVE AND PROCESS MATERIAL COMPLAINTS
39	LOG PLANT PROPERTY IDENTIFICATION NUMBER AND CONDITION
40	LOG INSPECTION RECEIPT VOUCHER
41	LOG INTERNAL SUPPLY VOUCHER, DD 150
42	LOG LOSS OF SUPPLIES AND NOTIFY INVENTORY CONTROL OF LOSS
43	LOG RECOVERABLE INVOICE FORM
44	LOG TEMPORARY LOAN CARD
45	PREPARE REQUISITIONS FOR SUPPLIES/EQUIPMENT
46	COMPILE LIST OF APPROVED LOCAL PURCHASE ITEMS
47	CHECK/LOCATE/IDENTIFY PART NUMBERS FROM CATALOGUES/MANUALS
48	MAINTAIN STOCK RECORD CARD ON SUPPLIES
49	PREPARE PAPERWORK FOR EQUIPMENT REPAIR/MAINTENANCE
50	PREPARE SURVEY REQUEST FORM NAVSANDA-154

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 12
OF RESPONSE BOOKLET

- 1 PREPARE SUPPLY WORKLOAD SUMMARY (NAVMED-6700/1)
- 2 PREPARE MEDICAL EQUIPMENT MAINTENANCE RECORD (NAVMED-6700/3)
- 3 PREPARE LINEN INVENTORY (NAVMED-6770/1)
- 4 PREPARE LAUNDRY LIST (NAVMED-6770/3)
- 5 MAKE RECOMMENDATIONS ON BUDGET PROPOSALS
- 6 PREPARE ANNUAL FINANCIAL PLANS FOR MAINTENANCE AND OPERATION
- 7 DETERMINE SUPPLIES AND EQUIPMENT BUDGET
- 8 MONITOR THE EXPENDITURES AND UTILIZATION OF FUNDS
- 9 COORDINATE COST REDUCTION PROGRAMS
- 10 INITIATE COST REDUCTION PROGRAMS
- 11 PROJECT COSTS FOR EQUIPMENT NEEDS
- 12 PROJECT PORTION OF BUDGET TO BE USED FOR TRAINING
- 13 IMPLEMENT COST REDUCTION PROGRAMS
- 14 PREPARE FINANCIAL STATEMENTS
- 15 COMPUTE/PREPARE CONTINUATION PAY CONTRACTS
- 16 MAKE WEEKLY FISCAL REPORTS TO ADMIN/SUPPLY OFFICER
- 17 PREPARE BUDGET
- 18 ADMINISTER BUDGET
- 19 NEGOTIATE WITH VENDORS, E.G. COST, DELIVERY SCHEDULE
- 20 SURVEY SUPPLIERS REGARDING COST OF EQUIPMENT/SUPPLIES
- 21 RESEARCH LOCAL MEDICAL/DENTAL SUPPLY PURCHASE RATES
- 22 PREPARE/LOG BLANKET PURCHASE AGREEMENTS
- 23 PREPARE PAPERWORK FOR PURCHASE AGREEMENTS
- 24 PREPARE INVOICES/VOUCHERS FOR PAYMENT OF FUNDS
- 25 LOG RUNNING EXPENSES/EXPENDITURE OF MONIES

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 12 OF RESPONSE BOOKLET
26	LOG LOCAL PURCHASE INFORMATION
27	LOG BLANKET PURCHASE ORDER INVOICE NUMBERS
28	PREPARE BILLS OF LADING FOR PAYMENT
29	CERTIFY INVOICES FOR PAYMENT OF FUNDS
30	MAINTAIN IMPRESS FUND
31	PREPARE MARINE CORPS DISBURSING FORMS FOR CASH SALES, I.E. LOST GEAR, SALE OF C-RATIONS
32	PREPARE ANALYSIS UNFUNDED REIMBURSABLE TRANSACTIONS REPORT (NAVMED-6320/3)
33	PREPARE LOCAL, OPEN PURCHASE HIGH-DOLLAR ITEMS REPORT. (NAVMED-6700/2)
34	APPROVE REQUESTS FOR TRAINING AIDS/MATERIALS/BOOKS
35	DEMONSTRATE NEW EQUIPMENT OR PRODUCTS TO STUDENTS/STAFF
36	ARRANGE FOR USE OF LECTURE/TEACHING/DEMONSTRATION AIDS AND EQUIPMENT
37	MAINTAIN LIBRARY/LITERATURE ON EDUCATION/TRAINING OPPORTUNITIES
38	MAINTAIN RECORD OF TRAINEE'S EXPERIENCE IN CJT PROGRAM, E.G. COURSES, PRACTICAL EXPERIENCE
39	POST/ENTER TRAINING INFORMATION INTO INDIVIDUAL RECORDS
40	WRITE REPORT ON TRAINING FOR BUMED
41	PROGRAM AND OPERATE OPTICAL SCANNER
42	SCORE/CORRECT TESTS BY MACHINE
43	PLAN/CONDUCT HOSPITAL FIRE DRILL
44	PLAN/CONDUCT MASS CASUALTY SIMULATION
45	PLAN/CONDUCT COMBAT TRAINING FOR MEDICAL PERSONNEL
46	AUTHORIZE EXPENDITURES FOR APPROVED RESEARCH PROJECT
47	WRITE RESEARCH PROGRESS REPORTS
48	PREPARE ADVANCEMENT IN RATE EXAMINATIONS
49	WRITE CORRESPONDENCE COURSE LESSONS
50	WRITE/REVISE/AMEND RATE TRAINING MANUALS

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 13
OF RESPONSE BOOKLET

- 1 WRITE FIELD GUIDES/MANUALS
- 2 MAINTAIN LOG OF CLASSIFIED INFORMATION/DOCUMENTS
- 3 MAINTAIN CUSTODY OF CLASSIFIED INFORMATION
- 4 SERVE AS TOP SECRET CONTROL OFFICER
- 5 CONDUCT SHIPBOARD INSPECTIONS WITH FORCE DENTAL OFFICER
- 6 CONDUCT MORNING QUARTERS
- 7 CARRY OUT OFFICE/AREA/UNIT SECURITY MEASURES
- 8 CONDUCT SECURITY INSPECTIONS
- 9 COORDINATE WITH INTELLIGENCE USERS AND AGENCIES
- 10 DISSEMINATE WEATHER FORECASTS
- 11 SERVE AS CHAUFFER FOR VISITORS OR VIPS
- 12 INVESTIGATE AIRCRAFT ACCIDENTS
- 13 INSPECT LIVING QUARTERS
- 14 INSTRUCT/DIRECT PERSONNEL IN MAINTAINING SECURITY STANDARDS
- 15 OPERATE SHIPS CANTEEN
- 16 OPERATE SHIPS OFFICE
- 17 OPERATE VEHICLE TO TRANSPORT MEDICAL MATERIAL
- 18 PARTICIPATE IN RIOT CONTROL
- 19 PERFORM DAILY INSPECTION OF VEHICLES
- 20 PERFORM SKETCHES/DRAWINGS FOR ASSIGNED PROJECTS
- 21 PREPARE SKETCH MAPS
- 22 SERVE AS FIRE WARDEN FOR ALARM OR DRILL
- 23 SERVE AS MESS/CLUB/INSTITUTE COMMITTEE MEMBER
- 24 SERVE AS MEMBER OF UNIT FIRE PREVENTION COMMITTEE
- 25 SERVE AS NAVIGATORS YEOMAN

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 13
OF RESPONSE BOOKLET

- | | |
|----|---|
| 26 | SERVE AS RANGE SAFETY OFFICER |
| 27 | SERVE AS SHIPS WRITER |
| 28 | SET UP, MAINTAIN COMPANY ARMORY |
| 29 | PREPARE EQUIPMENT FOR CARGO HANDLING PROCEDURES |
| 30 | WORK IN ROUTINE WORKING PARTIES, E.G. LOAD, UNLOAD, CLEAN, MAINTAIN GROUNDS |
| 31 | SERVE ON DAMAGE CONTROL TEAM |
| 32 | SERVE AS CASUALTY CARE COORDINATOR |
| 33 | STAND SPECIAL SECURITY WATCH FOR VIPS, PRISONERS |
| 34 | PERFORM DAILY MAINTENANCE INSPECTION OF WORKSPACES |
| 35 | CLEAN BARFACKS OR CREW'S QUARTERS |
| 36 | PAINT WALLS, CEILINGS, FURNITURE OR EQUIPMENT |
| 37 | COLLECT/REMOVE TRASH/GARBAGE |
| 38 | PREPARE FOR INSPECTIONS |

Part II B

LIST OF INSTRUMENTS AND EQUIPMENT

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 14 OF RESPONSE BOOKLET
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- | | |
|----|--------------------------------------|
| 1 | ELECTRIC DESK CALCULATOR |
| 2 | MTST |
| 3 | ELECTRONIC DATA PROCESSING EQUIPMENT |
| 4 | AUTOMATIC DATA PROCESSING EQUIPMENT |
| 5 | LAMINATING MACHINE |
| 6 | FLEXIWRITER |
| 7 | DICTAPHONE |
| 8 | INTERCOMMUNICATION SYSTEM |
| 9 | TELETYPE |
| 10 | SLIDE RULE |
| 11 | ADDRESSOGRAPH MACHINE, MANUAL |
| 12 | TECHNIFAX KIT |
| 13 | DRAFTING BOARD AND ACCESSORIES |
| 14 | DUPLICATOR, E.G. MIMEOGRAPH |
| 15 | PHOTO COPIER, E.G. ZEREX |
| 16 | PHOTOSTATIC EQUIPMENT |
| 17 | SLIDE/FILM STRIP/STILL PROJECTOR |
| 18 | TYPEWRITER |
| 19 | OPTICAL SCANNER |
| 20 | AUDIO TAPE RECORDERS |